



Our Mission
To train and equip CPAs and students in the best professional skills to enable them to be good quality accountants and to contribute richly to a competitive, efficient and progressive Singapore.

Our Vision
To be the Premier Accountancy Academy in the region.

Our Values
Professionalism To show respect in our words and actions.
Empathy To show care and concern.
Quality To meet or exceed expectations.

Quality Education. Lifetime Opportunities.

AWARDED:



SAA MAIN CAMPUS

20 Aljunied Road #01-04
CPA House Singapore 389805
12 Aljunied Road, #04-01
KH Plaza @ Aljunied,
Singapore 389801
Tel: 6744 9700
Fax: 6744 9796

SAA CITY CAMPUS

6 Raffles Quay #23-00
Singapore 048580
Tel: 6532 5312
Fax: 6532 3095
Email: intl@saa.org.sg
www.saa.org.sg

ICPAS EXAMINATIONS & STUDENT REGISTRY

12 Aljunied Road, #04-02
KH Plaza @ Aljunied,
Singapore 389801
Tel: 6744 9865
Fax: 6749 7713
Email: studentadmin@icpas.org.sg

SAA ENROLMENT FORM

Please (✓) where appropriate box

NEW INTERNATIONAL STUDENT

Those residing overseas and wishing to study at Singapore Accountancy Academy (SAA) for the first time

CONTINUING INTERNATIONAL STUDENT

Current SAA student's pass holders or those who are transferring from other schools that requires student's pass

Transfer from _____ (programme) to _____ (programme)

Transfer from other school: _____ Current student's pass expiry date: - -

Where did you hear about SAA? URL for Internet: _____

Printed media Internet Fairs/Exhibitions STB World of mouth Parents Agent SAA Student Radio/TV

Others: _____



STUDENT'S PARTICULARS

Name (as in passport):

Date of Birth: - - Sex: Male Female Passport No.:

Country: Nationality:

Address in Singapore:

Tel No.:

Address in Country of Origin: City:

Tel No.:

Email:

HIGHEST EDUCATIONAL QUALIFICATION

Name of School	Country	Language	Period of Study		Qualification Obtained
			From (mm/yyyy)	To (mm/yyyy)	

AGENT DETAILS (if applicable)

Agent (Company): _____ Contact Person: _____ Sign.: _____

SAA PROGRAMME

SAA PROGRAMME	INTAKE	YEAR
<input type="checkbox"/> Certificate in English Proficiency Programme (CEP) A/B/C: _____ No of Levels: _____	<input type="checkbox"/> January <input type="checkbox"/> April <input type="checkbox"/> July <input type="checkbox"/> October	20 <input style="width: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; border: 1px solid black;" type="text"/>
<input type="checkbox"/> University of London Degree (UOL) Programme <input type="checkbox"/> BSc Accounting & Finance <input type="checkbox"/> Diploma for Graduates (Accounting) <input type="checkbox"/> BSc Banking & Finance <input type="checkbox"/> Diploma for Graduates (Banking) <input type="checkbox"/> BSc Business <input type="checkbox"/> Diploma for Graduates (Finance)	<input type="checkbox"/> August <input type="checkbox"/> April (University Foundation Course)	20 <input style="width: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; border: 1px solid black;" type="text"/>
<input type="checkbox"/> CAT Paper T: _____	<input type="checkbox"/> January <input type="checkbox"/> March <input type="checkbox"/> July <input type="checkbox"/> September	20 <input style="width: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; border: 1px solid black;" type="text"/>
<input type="checkbox"/> ACCA Paper F: _____ ACCA Paper P: _____	<input type="checkbox"/> January <input type="checkbox"/> July	20 <input style="width: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; border: 1px solid black;" type="text"/>

Please indicate scores for TOEFL, IELTS or SAA English Placement Test (EPT) if you have taken them.

TOEFL Date awarded _____ Total score: _____ Test of Written English Score _____

IELTS Date awarded _____ Total score: _____ Score sub-tests 1: _____ 2: _____ 3: _____ 4: _____
I will be taking the TOEFL/IELTS on _____ and results will be released on _____

EPT Date taken _____ Proficiency Level: _____ CEP Acknowledgement Form Signed on: _____

DECLARATION BY STUDENT'S PASS APPLICANT

I, _____ (name of the applicant), holder of Passport No: _____ applying for a Student's Pass to study _____ (programme) for the period of _____ make the following declarations:

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. I declare that all the particulars furnished in this application are true and complete. 2. I will attend classes ONLY after the Immigration & Checkpoints Authority (ICA) has approved my student's pass or; I will attend the classes as usual while my Continuing Student's Pass is being processed by (ICA). 3. I will abide by the attendance rules and regulations imposed by ICA (stated in the Student's Pass application form, In-Principle Approval letter and Student's Pass). 4. I will abide by the attendance rules and regulations imposed by Singapore Accountancy Academy (SAA). <ul style="list-style-type: none"> • Attend all the stipulated classes/library research (Monday to Friday) as stated on the class attendance registers and will not leave the class early without any valid reason. • Log in and log out for my classes attendance. • Attain at least 90% of attendance every month of the course. • Report to school for a minimum 7 hours from Monday to Friday daily throughout the course of study. • Inform SAA should I be absent from classes on any day during the course of study. • Will not delegate another student to attend the lesson on my behalf should I not be able to make it. • Seek prior permission from SAA staff before attending another class which I have not enrolled. 5. I will refrain from engaging in any form of employment, whether paid or unpaid, business, profession or occupation in Singapore during the validity of my Student's Pass. 6. I authorize SAA to retrieve my examination results from ACCA (UK)/ University of London through the use of my registration number. | <ol style="list-style-type: none"> 7. I consent to allow SAA to publish my name and results in the Outstanding Achievers brochure. 8. I consent to receive SMS message on course updates from SAA. 9. Refund of Course Fees (please refer to the SAA withdrawal / refund policy) <p>Please complete the following for future processing purpose:
(please [✓] where appropriate box)</p> <p>I hereby understand and agree:</p> <ul style="list-style-type: none"> • The SAA's Course Conditions for Enrolment/the Deferment/Withdrawal Refund Policy outlined in the enrolment forms/SAA Student Handbook. • To indemnify and keep the Academy at all times fully indemnified from and against all actions, proceedings, damages, costs, claims, demands, expenses and liabilities whatsoever and howsoever arising out of or by reason of any breach of the undertakings contained in clauses above. <p>Please refund to: <input type="checkbox"/> myself <input type="checkbox"/> others _____</p> <p>Name: _____</p> <p>Relationship to the student: _____</p> <p>I.C / Passport No.: _____ Contact No.: _____</p> <p><input type="checkbox"/> Cheque <input type="checkbox"/> Bank draft (amount will be net of Bank charges)</p> <p style="font-size: small; color: gray;">- Refund process will take about 14 days
- Amount would be refunded in Singapore dollars only</p> |
|---|--|

SIGNED by the Student/Name of the Student

Date (dd/mm/yy)

SIGNED by the Witness/Name of Witness

Date (dd/mm/yy)

STUDENT TEXTBOOKS CORNER - For Office Use Only

Paper	Study Manual	Revision Kit	Signature

1. REGISTRATION OF STUDENT MEMBERSHIP

For more details, please refer:

ACCA/ CAT(S) Technician Registration Form, ACCA/ ICPAS Initial Registration Form or UOL Application Form.

All overseas fees are paid in Sterling Pounds and fees payable to SAA are paid in Singapore Dollars.

2. COURSE ENROLMENT

2.1 In order to apply for a Student's Pass, you will need to enrol into one of our full time training programme as follows:

ACCA*	Minimum 3 weekday daytime classes
CAT*	Students must enrol papers T1 - T5
University of London (UOL) Programme*	Students must enrol 4 subjects

2.2 All students have to report to school for a minimum of 7 hours from Monday to Friday daily throughout the course of their studies.

2.3 Enrolment will only be recognized upon full payment in Singapore Dollars only.

2.4 SAA will not be responsible for late approval of the Student's Pass. There will be no rebate or replacement of lesson missed.

2.5 Students enrolled for the 4th class (repeated paper within the same intake) are entitled to 50% discount off the normal course fee for the course fees for the said class. The discounted course fees are not inclusive of study manuals and revision kits.

NOTE: The Singapore Accountancy Academy reserves the right to close enrolment for classes before the commencement of the new intake or should classes reach full capacity.

*CEP Class if applicable.

3. APPLICATION OF STUDENT'S PASS

Upon registration, applicants are required to make payment and submit all necessary documents to SAA (Non-English documents are required to be translated and notarized).

These include:

NEW INTERNATIONAL STUDENT	CONTINUING INTERNATIONAL STUDENT
<p style="text-align: center;">DOCUMENTS</p> <ul style="list-style-type: none"> SAA Enrolment Form ACCA/CAT(S) Technician Registration Form ACCA/ ICPAS Initial Registration Form (for CAT and ACCA applicants only) ICA student's pass application forms: Forms 16, V36 One recent passport-sized photograph Official birth certificate High school certificates and result transcripts Highest education certificates and result transcripts Documentary proof of financial ability in the form of bank statements/fixed deposit accounts/saving accounts, advisable to be S\$40,000 (if applicable) Applicant Employment Letter (if applicable) Parents' Employment Letter (if applicable) Photocopy of student's passport Marriage Certificate (if applicable) <p>All documents that are not in English are required to be translated and notarized.</p>	<p style="text-align: center;">DOCUMENTS</p> <ul style="list-style-type: none"> Duly completed and signed: (if applicable) <ul style="list-style-type: none"> ACCA/ CAT(S) Technician Registration Form, or ACCA/ ICPAS Initial Registration Form (for CAT and ACCA applicants only), or UOL Application Form ICA student's pass application forms: Form 16, V36 Photocopy of Official birth certificate Photocopy of student's passport One recent passport-sized photograph Photocopy of student's pass Students who transfer to SAA will need to provide notarized copies of their certificates and transcripts for ACCA/CAT membership registration.
<p style="text-align: center;">ICA / SAA PROCESSING TIME</p> <ul style="list-style-type: none"> ICA will take approximately 2-4 weeks to process the student's pass application. SAA will take approximately 3 days to prepare the student's pass application documents before submitting to ICA through SOLAR+ 	<p style="text-align: center;">ICA / SAA PROCESSING TIME</p> <ul style="list-style-type: none"> For students who are taking course in SAA for the first time, the processing of student's pass application will take about 1-4 weeks. SAA will take approximately 3 days to prepare the student's pass application documents before submitting to ICA through SOLAR+

FEES PAYABLE

Payments:

- Application Fee of S\$200 to be SAA student member
- Student Development Fee of \$180
- ACCA/ ICPAS and ACCA/ CAT(S) Administration Fee (for CAT and ACCA applicants only) or UOL Application Fee

- SPS Insurance premium (based on the individual programme enrolled)
- Course Fee (based on the individual programme enrolled)
- All fees stated in Singapore Dollars are inclusive of GST.

Mode of Payment:

• Telegraphic Transfer (TT):

Bank Name : DBS Bank, Raffles City Branch
Bank Number : 7171 SWIFTCODE: DBSSGSG
Branch Number : 033
Account Number : 0330001070
Account Name : Institute of Certified Public Accountants of Singapore
Address : 20 Aljunied Road #06-02 CPA House Singapore 389805

For Telegraphic Transfer (TT) payment, please add additional S\$30 for the bank service charge from the total payment.

• Cheque or Bank Draft:

Alternatively, you may issue a cheque or bank draft beneficiary to "ICPAS"
- Post-dated cheques will not be accepted. Please write on the reserve of the cheque: Student's name and contact number
- Cheques will be processed within 5 working days. A penalty fee of S\$50.00 per dishonored cheque will be charged.

• Cash, NETS and Credit/ Debit card:

These payments are accepted at the SAA reception counter during office hours: Monday - Friday 9 am to 7 pm and Saturday 9 am to 3 pm.
The reception counter will be closed on Sundays and Public Holidays.

4. STUDENT PROTECTION SCHEME (SPS) AND STANDARD STUDENT CONTRACT

- 4.1 SAA has in place a Student Protection Scheme as stipulated by the Consumers Association of Singapore (CASE) by way of the NTUC Income Student Tuition Fee Insurance. The Student Tuition Fee Insurance protects the insured student against the following events:
- Loss of tuition fees paid in advance by the insured student to SAA and not refunded, if the student cannot start or complete his course as a result of SAA becoming insolvent or being required by the Singapore authorities to stop operations.
 - SAA's failure to pay sum awarded by Singapore courts to the insured student, where such award relates to a dispute between SAA and insured student on tuition fees paid by the insured student to SAA.
 - Complimentary S\$10,000 benefit covering the insured student's accidental death or total permanent disability by accident.

5. TRANSFER WITHIN SAA

- All requests for transfer of programmes must be submitted in writing.
- A transfer application fee of \$200 is applicable and the fee is non-refundable.
- Students will be charged for all modules consumed and all transfer requests must be submitted within one (1) month before the commencement of the programme.

7. WITHDRAWAL/ REFUND POLICY

7.1 Application Fee, Student Development Fee and Student Administration Fees

Application Fee

- The application fee paid to ICPAS is non-refundable under any circumstances.

Student Development Fee

- The Student Development Fee will be refunded in full to student:
 - In the event of cancellation of course.
 - In the event of student's pass application is rejected by ICA.
 - In the event of withdrawal application is received before commencement of classes.
- The Student Development Fee will not be refunded for all withdrawals after commencement of classes or transfers out of SAA.

Student Administration Fees

- The Student Administration Fees paid to ICPAS and ACCA (UK) are non-refundable unless the application is rejected by ACCA (UK).

7.2 Student Protection Scheme (SPS) Insurance Premium

- SAA cancels the course, the premium will be refunded in full to the student.
- Student's Pass application is not successful, the premium will be refunded after deducting an administrative fee of S\$26.75 by NTUC.
- Students transfer to another course in the same school, the premium will be refunded after deducting an administrative fee of S\$26.75 by NTUC. Student will have to pay the premium for the new course.
- No top-up for any difference in premium or credit to the student is allowed by NTUC.
- No refund will be issued for withdrawals and transferring out of SAA.

7.3 Course Fees

- Cancellation of Course**
Full course fees will be refunded to the student in the event that the course does not commence on the stipulated course-started date or termination of course midway.
- Unsuccessful Student's Pass Application**
For new application, full course fees will be refunded to the student if Student's Pass application is not approved by Immigration & Checkpoint Authority (ICA).
- Graduate**
50% of the paid course fees (in the final intake only) will be refunded to the student who graduates from the programme (CAT & ACCA Programme only). The student must cancel the Student's Pass within two weeks after the release of examination result. Please submit the request

8. CLASS TRANSFER POLICY

- There will be a processing charge of S\$20 for each class transfer.
- The processing charge is waived if:
 - Request is made within 1 week after exam.
 - Exempted from the subject(s) that they enrolled. A top-up of course fees is required if there is a difference in course fees resulting from the transfer.
 - Due to exam results. However, for papers graded absent or unmarked script, the S\$20 processing charge is still applicable.
- Students are entitled to one to one transfer due to exam results only.
- All requests to transfer class must be submitted latest by 31 March/ 30 September.

The amount payable to an insured student is subject to maximum limits that are specified in his Certificate of Student Insurance. The period of insurance will cover the entire duration of the course enrolled by the insured student. A personal Certificate of Student Insurance will be issued to each issued student to confirm that his/ her insurance cover is in place.

- International students need to be covered under SPS. The total payment is based on the individual programme enrolled.

4.3 Student Contract

Please note it is a requirement by CASE that students studying in a CASE Trusted school are required to enter into a Student Contract between the school and the student. This is mandatory as set by the Singapore Government. Please do submit your copy of the Student Contract to the SAA Student Reception Office or approach the SAA Customer Service personnel for assistance.

- SAA will re-apply for a new student's pass. Students will not hold SAA liable should the student's pass application not be approved by ICA.

6. TRANSFER TO OTHER INSTITUTION

Students who wish to transfer to other Institutions before the completion of course should submit notice of withdrawal in writing giving a valid reason or attached acceptance letter from other institutions before the attendance rate is given. The paid fees are subject to SAA's Refund Policy.

with a copy of the exam results and the proof of the cancellation of student's pass to SAA by 5 March/ 3 September for January/ July Intake respectively.

7.4 Withdrawal/Transfer to Other Institutions

The paid course fees will be refunded on the following conditions:

PERCENTAGE OF COURSE FEES	REQUIREMENTS: WRITTEN NOTICE OF WITHDRAWAL IS RECEIVED
100% (less S\$100 Administrative Fee)	More than 60 days before the Intake Commencement Date
75%	Between 30 to 60 days before the Intake Commencement Date
50%	Less than 30 days to 1 day before the Intake Commencement Date
25%	First day of course Commencement Date to 14th day from the Intake Commencement Date
0%	More than 14 days after the Intake Commencement Date. Student is liable to pay outstanding tuition fees, if any.

7.5 Exemptions

A non-transferable, non-replaceable, Credit Note, which is valid for 6 months, will be issued for students who withdraw from a class due to exemption provided the 3-classes requirement is fulfilled. The credit amount will be as follow:

PERCENTAGE OF COURSE FEES	REQUIREMENTS: EXEMPTION LETTER IS RECEIVED
100%	Before course Commencement
75%	Between 1 January - 31 January or 1 July - 31 July
50%	Between 1 February - 5 March or 1 August - 3 September
0%	From 6 March or 4 September

9. REBATE OF STUDY MANUALS AND REVISION KITS (ACCA & CAT ONLY)

- Course fees are inclusive of study manuals and revision kits. No rebates will be given for materials not collected.
- Students are entitled to the book(s) rebate for the same subject(s) they enrolled for in the previous intake provided there is no updated version of the said book(s). The request needs to be made upon enrolment and the rebate amount will be advised.

10. CONFIDENTIALITY

SAA is committed to maintaining the confidentiality of the student's personal information and undertakes not to divulge any of the student's personal information to any third party other than relevant Government Authorities without the prior written consent of the student.